佐世保基地空席広報 VACANCY ANNOUNCEMENT		広報番号:	39-2016-CFAS FMD-
		Announcement No. 募集締切日:	SA(001)
		安未神切口・ Closing Date	17 Mar 16
		発行日: Date of Issue	11 Mar 16
1.職種名 Job title (等級 Grade <u>4</u> /語学等級 LD <u>2</u>) 募集人数		4.募集範囲 Area of Consideration (AOC)	
Accounting Technician, #7	No. of Recruitment	 ☑ I. 現 MLC/IHA 従業員(部隊内) Current MLC/IHA Employee within Activity ☑ II. 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance ☐ III. 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide ☐ IV.外部 Off Base Applicant 	
採用可能な下限等級 Acceptable trainee level: N/A	1名		
○ 事務系 ☐ 技能系 ☐ 保安系 ☐ 医療系 Administrative Blue Collar Trade Security Medical			
2.部隊 Activity			
CFAS Financial Management Department 勤務場所 Working Place: Hirase-cho, Sasebo City		5.雇用の種類 Type of Employment ☑ MLC □ IHA □ HPT	
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww)			
勤務日 Work Days: Monday - Friday		図 常用 Permanent	
勤務時間・休憩 Work Hours/Recess Period: Work Hours - 07:45~16:30 (8hrs./day)	│ □ 限定 Limited ☐	「erm (カ月 Months)	
Recess - 11:45~12:30			
□ 夜勤 Night Shift			
6.職務内容 Duties			
Please see attached task list.			
7. 資格要件/身体条件 Qualification/Physical Requirements			
a. At least one year of clerical, technical, or administrative work experience in any field or completion of 4-years college/university in any field.			
b. Ability to speak, read and write English at average proficiency level (LAD-2).			
c. Skills in operating office automation program such as MS Word, Excel, and Outlook.			
d. Must have GOJ ordinary driver's license (A/T limited is acceptable).			
Handicapped applicants may be accepted, depending on the degree and kind of disability.			
英語力 English Language Proficiency: □必要なし None □初級 Basic ☑中級 Intermediate □上級 Advanced □特段の能力 Exceptional			
学歴 Educational Background: See Block 7 免許証/修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8			
8.提出するもの Application and Associated Documents			職務状況 Working Condition
☑ 空席応募用紙 Application for Vacancy Announcement (HROY Form 1)			
(□ 日本語で Japanese 図 英語で English □ どちらでも Either)			
図 専門職務経歴書 Resume of Specialized Work Experience (HROY Form)			
(上記と同じ言語で, Same language as above) ☑ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』			
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"			

図 運転免許証の写し Copy of GOJ Ordinary Driver's License (A/T limited is acceptable.)

○ 英語の能力を証明するもの(写し) Anything to certify English Proficiency (Copy)
 ○ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
 ○ 日本国籍以外の方は、在留カード及びパスポート/査証のコピー For non-Japanese citizen applicant,

□ 修了証/証明書の写し Copy of Certificate

copy of Residence Card and Passport/Visa Copy

9. 応募書類提出先 Office to Submit

内部応募者(現 MLC/IHA 従業員)と外部応募者(非従業員)では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。 募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意)上記項目4番の"募集範囲"が現MLC/IHA 従業員のみの場合、外部応募者(非従業員)からの応募書類は無効となりますのでご注意下さい。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者(現 MLC/IHA 従業員)提出先:

〒857-0056

佐世保市平瀬町

米海軍佐世保基地民間人人事部雇用課

内線/Extension 252-3656/3660

受付時間 Operating Hours: 0800 - 1600

2. 外部応募者(非従業員)提出先:

〒 857-0056

佐世保市平瀬町 3-1

独立行政法人 駐留軍等労働者労務管理機構 佐世保支部

電話番号 Phone: 0956-23-7191

受付時間:午前9時 - 午後5時、月曜日 - 金曜日(日本の祭日を除く) Operating Hours: 0900 - 1700, Monday - Friday (except Japanese Holidays)

Current MLC/IHA Employees must submit to:

₹857-0056

Hirase-cho, Sasebo City

CNRJ HRO Sasebo Satellite Office

MLC/IHA Employment Branch, Bldg# PW47

Off Base Applicants must submit to:

〒 857-0056

3-1 Hirase-cho, Sasebo City

Labor Management Organization, Sasebo Branch

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : CFAS Financial Management Department軍電 (DSN) 252-2401PD No.: CFAS-N8-005PD is accurate and current. Certified by Activity: N8HRO: (revd: 3/10) tm 3/10

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.

提出された応募書類はお返ししません Submitted applications will not be returned.

募集締切日16時(午後4時)必着です。 Eメールやファックスでの応募書類は受付できません。 Applications must be received by the closing date of the Vacancy Announcement by 1600 hours (4:00 PM). Emailed and Faxed applications will not be accepted.

人事部へ応募書類を郵送する場合は書留にしないで下さい。書留で郵送された応募用紙は受理しません。 Please do not send applications by registered mail to HRO. Registered mail sent to HRO will not be accepted.

HRO の建物(建物番号 PW-47) 1階、正面出入り口を入って右の壁に 内部応募者用の投函口が設置してあります。投函される場合は応募締め切り日の16時(午後4時)までにしてください。 Job applications may be dropped in the designated HR "Drop Box" located on the right side in the first floor, main entrance of the HRO bldg. # PW-47, no later than 1600 hours (4:00 PM) by the closing date.

応募書類の書式は以下の URL よりダウンロードできます。最新の応募用紙を提出してください。 Forms for application are available for download on our web site. Please submit update application.

(https://www.cnic.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_Jobs/JN_Forms.html)

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450,9397; 及び日本法・個人情報の保護に関する法律(平成15年法律第五十七号)

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記:記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes. 利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Rev: 12-4-15

6.職務内容 Duties

- 1. Analyze expense documents and record O&M expenses by expense element and by department/program and sub-program using the Command Financial Management System (CFMS) and STARS-FL accounting system. Keep track the program execution status and compare with its phasing plan. Prepare a report of analysis of expenses periodically for CO and CSO briefing as an assistant to the Financial Manager. Coordinate non-labor budget execution with department representatives and assist them in initiating documents using the CFMS. Reconcile the CFMS data with the STARS-FL data for validation of expenses for accurate budget execution. Validate obligation amount by uploading any supporting documentation in CFMS.
- 2. Prepare supporting statistics and provide technical assistance to the departments or the Installation Program Directors (IPDs) for Program Objective Memorandum (POM) budget calls as coordinating with CNRJ N5. Review and analyze department inputs as an assistant to the Financial Manager for CO and CSO briefing.
- 3. Maintain and analyze CFAS and NMC EAD Sasebo owned government property records via the Defense Property Accountability System (DPAS) and coordinate with custodians in accordance with SECNAVINST 7320.10A. Review any documents required for survey, turn-in, transfer, purchase document and inventory action as an assistant to the Command Personal Property Administrator and the Inventory Validation Team member. Review and analyze monthly metrics error report for correction of the DPAS data.

Perform other related duties as may be assigned. GOJ Ordinary Vehicle License is required (A/T limited is acceptable) to perform Guard Mail run, NEX Depot shopping, urgent document delivery, etc.